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RECORDS MANAGEMENT DIVISION

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MEMORANDUM FOR: Director of Personnel

SUBJECT: Position Standard for Records Management  
Series, GS-0306.00

1. The Chief, Records Management Staff, has reviewed the attached position standard and concurs in its publication with the following changes:

a. In section IV, paragraph A of the proposed Handbook No. [ ] delete in both the narrative description and in the time-in-grade chart all references to related supervisory and specialized experience, in favor of stating requirements in general terms as suggested in Attachment 2. Such a revision will permit greater flexibility in recruiting personnel for the Agency Records Management Program without lowering the professional standing of those presently associated with the program.

b. On the Position Progression Diagram under CIA Position Categories, add "GS-1116.01 Librarian"; under Private Industries and Non-Federal Governments, add "GS-07.12 Office Manager."

c. On the Position Evaluation Chart under Scope and Effort for GS-9 and GS-11, change "100-500 files" and "500-2,000 files" to read "100-500 pieces of filing equipment" and "500-2,000 pieces of filing equipment"; under GS-9 add "2-10 controlled intra-office reports"; under GS-11 add "10-10 controlled intra-office reports"; under GS-12 add "50-100 controlled intra-office reports".

2. The changes recommended above were developed [ ] of your Position Evaluation Division, after discussions with the Chief, Records Management Staff.

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[ ]  
Chief, Management Staff

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Attachment:

Distribution:

1. Approved Position Standard for 2002/08/23 : CIA-RDP70-00211R000200050005-8

Records Management Series

2. Proposed Revisions of [ ]

2 - C/MgtS

1 - MgtS/RMS

MgtS/RMS/ [ ]

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